

# Workshops

## May 2017

★ **Spanish Fork Employment Center**  
**1185 N. Canyon Creek Pkwy • Spanish Fork, UT 84660**  
**385-248-6354 - Noelle**  
**801-794-6627 - Brad**

Register for  
reserved seating.  
Walk-ins  
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

| Job Seeking Skills         |                   |
|----------------------------|-------------------|
| RESUMÉ WRITING:            |                   |
| May 18                     | 1:00 PM–4:00 PM   |
| INTERVIEWING SKILLS:       |                   |
| May 4                      | 9:00 AM–12:00 PM  |
| JOB SEARCH STRATEGIES:     |                   |
| May 11                     | 9:00 AM–12:00 PM  |
| *LINKEDIN #1:              |                   |
| May 25                     | 1:00 PM–4:00 PM   |
| *LINKEDIN #2:              |                   |
| None                       |                   |
| Life Skills                |                   |
| FOOD SENSE - USU EXTENSION |                   |
| May 2                      | 10:30 AM–11:30 AM |

**RESUMÉ WRITING:** Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

**INTERVIEWING SKILLS:** Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

**JOB SEARCH STRATEGIES:** Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resumés. Basic computer skills required.

**LINKEDIN #1:** Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

*\*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

**LINKEDIN #2:** Learn how to find and connect to others that can help you in your career. Find networking opportunities, get introductions, personal brand management and job search.

*\*Prerequisite — must have a current LinkedIn account and complete profile or have attended LinkedIn #1. Register first, as computers are limited.*

**FOOD SENSE - USU EXTENSION:** Healthy Eating on a Budget. Learn how to make a food budget last all month long, plan and create a menu, shop from a list, save money on food and eat healthy. Food demonstration provided to learn how to prepare food in an easy, quick and healthy way.

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.  
 Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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